Abraham Kinkopf

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education

Harvard College** (Cambridge MA)* ***June 2004
BA with Honors, the Comparative Study of Religion,

professional

Good Eggs** (New Orleans LA)* ***December 2014
Holiday Driver
- Delivered holiday orders to customers.
- Awarded both attendance bonus and on-time delivery bonus.
- Became familiar with corporate workflow, systems, and warehouse.

Educational Media Contractors LLC** (New Orleans LA)* ***2010-present
Owner, Founder, Manager

PRINT/WEB SERVICES
- Hire, train, and manage a team of 10 editors tasked with editing electronic and hardcopy college textbooks for a large multinational publishing company.
- Manage uploads of high volumes of electronic texts onto servers for use in a customer-facing bookbuild site.
- Provide back-end support for proprietary rights and licensing database.

AUDIO SERVICES
- Recruit clients for audio services including recording, production, and editing.
- Manage and maintain pro audio studio, including but not limited to budget, equipment maintenance, and soundproofing

Pearson Custom Publishing** (Boston MA)* ***2005-2010
Associate Editor, Senior Editor
- Developed and implemented workflow for Rebind Department
- Wrote workflow as Rebind Department grew from 2 to 15 employees.
- Coordinated communications between professors, sales representatives, and in-house staff to ensure timely production, manufacturing, and delivery of custom texts.

New Orleans Film Festival** (New Orleans LA)* ***2013-present
Festival Production Assistant
- Operate as main point of contact for all immediate needs of NOFF staff
- Manage and pick up in-kind donations during festival

WRBH** Reading Radio for the Blind and Print Handicapped (New Orleans LA)* ***2012-present
Engineer
- Record and program live and pre-recorded programs for WRBH's 24-hour broadcast schedule.
- Manage as many as 5 Pro Tools setups at one time to facilitate WRBH's unique workflow.
- Assign readings to and interact daily with volunteers.

Let's Go Publications: Let's Go Ecuador 2004 ***Researcher-Writer, June 2004-August 2004***
- Researched budget travel information in the central sierra region of Ecuador.
- Expanded coverage of Ecuador in *Let's Go: Peru, Ecuador, and Bolivia 2003* to help create St. Martin Press' first edition of *Let's Go: Ecuador* in over a decade.

personal

FC Nola** (New Orleans LA)* ***2013-present
- lead discussion and perform membership duties in activism-oriented, consensus-based peer reading group

software proficiency:
audio: Digidesign ProTools, Adobe Premier
graphic: Adobe Photoshop
office: MS Word, MS Excel, MS PowerPoint, and OpenOffice analogs